

NEW JERSEY POLICE TRAFFIC OFFICERS' ASSOCIATION, INC.



Established June 1974

Constitution & By-Laws

Updated December 6, 2023

New Jersey Police Traffic Officers' Association – Constitution & By-Laws

Table of Contents

Preamble	6
Article 1 – Membership	7
Section 1 - Definitions	7
Section 2 - Membership	8
Section 3 - Membership Application	10
Article 2 – Dues	11
Section 1 - Annual Dues.....	11
Section 2 - Delinquent Dues	11
Section 3 - Dues Exemption.....	11
Article 3 – Meetings	12
Section 1 - Regular Business Meetings	12
Section 2 - Special Meetings.....	12
Section 3 - Meeting Quorum	12
Section 4 - Meeting Location.....	12
Section 5 - Meeting Attendance Records.....	13
Section 6 - Executive Board Meetings	13
Article 4 – Association’s Regions of the State.....	14
Section 1 - Region Divisions	14
Section 2 - Regions Defined	14
Article 5 – Officers and Elections.....	15
Section 1 – Association Officers.....	15
Section 2 - Nominating Committee	16
Section 3 - Elections	16
Section 4 – Voting Process	16
Article 6 – Duties of Officers	17
Section 1 - Duties of the President.....	17
Section 2 - Duties of the Executive Director.....	18
Section 3 - Duties of the Operations Secretary	19
Section 4 - Duties of the Executive Vice President	21
Section 5 - Duties of the Recording Secretary	21
Section 6 - Duties of the Financial Secretary	22
Section 7 - Duties of the Treasurer	23

Table of Contents Continued

Section 8 - Duties of the Sergeant-At-Arms	24
Section 9 - Duties of the Regional Vice-Presidents.....	25
Section 10 - Duties of the Regional Representatives.....	25
Section 11 - Duties of an Immediate Past President	26
Section 12 - Removal of Officers.....	26
Article 7 – Executive Board.....	27
Section 1 - Board Members	27
Section 2 - Board Meetings.....	27
Section 3 - Board Responsibilities	27
Article 8 – Committees.....	28
Section 1 - Standing Committees & Responsibilities	28
Section 2 - Special and Sub-Committees.....	30
Section 3 - Committee Rules and Regulations.....	30
Article 9 – Association Awards	31
Section 1 - The Chief Anthony J. Parenti Excellence in Traffic Safety Award.....	31
Section 2 - Nomination Process for the Award.....	31
Section 3 - Investigation of Nomination.....	32
Section 4 - Voting Process for the Award.....	32
Section 5 - Presentation of the Award.....	32
Section 6 - Description of the Chief Anthony J. Parenti Excellence in Traffic Safety Award .	33
Section 7 - Other Association Awards	33
Article 10 – Association's Voting Procedures.....	34
Section 1 - Method of Voting for Motions on the Floor	34
Section 2 - Roll Call Vote	34
Section 3 - Voting Qualifications for Motions on the Floor.....	35
Section 4 - Voting Ballots for Contested Election	35
Section 5 - Voting Qualifications for Contested Election	35
Section 6 - ID Required to Vote in Contested Election.....	35
Section 7 - Voting Procedures for Contested Elections.....	36

Table of Contents Continued

Article 11- Newsletter of the Association.....	37
Section 1 - Newsletter Purpose.....	37
Section 2 - Newsletter Content	37
Section 3 - Newsletter Distribution	38
Section 4 - Newsletter Dedication	38
Article 12 – Amendments to the Constitution and By-Laws	39
Section 1 - Two Meeting Rule Procedure.....	39
Section 2 - Changes Required in Writing	40
Section 3 - Notification to Members	40
Section 4 - Temporary Suspension of By-Laws.....	40
Article 13 – Grant Applications and Grant Awards	41
Section 1 - Eligibility for Grants	41
Section 2 - Grant Application Process.....	41
Section 3 - Grant Administration	41
Section 4 - Use of Grant Funds.....	41
Section 5 - Indemnification.....	42
Section 6 - Conflict of Interest.....	42
Section 7 - Dissolution of Association	42
Article 14 – Indemnification of Association Officers	43
Section 1 - Scope.....	43
Section 2 - Definitions	43
Section 3 - Right to Indemnification:.....	43
Section 4 - Advancement of Expenses.....	44
Section 5 - Procedures.....	44
Section 6 - Insurance	44
Section 7 - Limitation on Indemnification.....	44
Section 8 - Severability	45
Section 9 - Amendment.....	45

Table of Contents Continued

Article 15 – Oath of Office for Elected Officers	46
Section 1 - Oath of Office	46
Article 16 – Official Association Seal, Banner, and Logo	47
Section 1 - Association Seal.....	47
Section 2 - Association Banner	47
Section 3 - Association Logo	48
Section 4 - Retired Versions.....	48
Section 5 - Authorized Use.....	49
Article 17- Property of the Association.....	50
Section 1 - Ownership of Property	50
Section 2 - Distribution of Assets upon Dissolution	50
Article 18 – Association Meeting Procedures.....	51
Section 1 - Roberts Rules of Order	51
Section 2 - Regular Business Meeting Order of Business.....	51
Section 3 - Executive Board Meeting Order of Business.....	52

Preamble

This organization, the New Jersey Police Traffic Officers' Association, was formed in 1974 for the following purposes:

- A. To associate Police Officers engaged in the various areas of Traffic Safety into an organized body so they may be kept apprised of the latest technology, training, legislation, and other matters affecting Traffic Safety.
- B. To establish and advance cooperation in the police profession and provide guidance and educational techniques to accomplish the goals of the Association.
- C. To contribute time and effort to the citizens of New Jersey by serving on State-wide Traffic Safety Committees.
- D. To recommend and support legislation consistent with the goals and purpose of this Association and Public Safety.

E. Constitution & By-Laws History:

Adopted on June 5, 1974

Revised on April 2, 1975

Revised on June 2, 1982

Revised on March 7, 1984

Revised on October 2, 1991

Revised on December 3, 1997

Revised on April 5, 2006

Revised on March 5, 2008

Revised on October 5, 2011

Revised on December 6, 2023

Article 1 – Membership

Section 1 - Definitions

- A. **Active Member Agency** - The Law Enforcement Agency is the Member of the Association; the person designated by that Agency may be referenced as the Active Member for the purpose of the Constitution and By-Laws and voting on matters coming before the Association.

- B. **Association** - Throughout this document, the sole term “Association” shall be used in place of and be used to mean the New Jersey Police Traffic Officers' Association.

- C. **County Traffic Officers Association** - This is an organized group of Police Officers within the boundaries of a respective county or counties, having an elected Executive Board, and conducts regularly scheduled Meetings throughout the year.

- D. **Executive Board** - The Executive Board comprises the Officers of this Association.

- E. **Gender** - In this document, the terms "he," "him," "her," "she," "person," "them," "they," and other non-binary terms all refer to the same concept and are used interchangeably.

- F. **Interchangeability for Terms** - The words Active Member Agency, Associate Member, Honorary Member, Member, Members, Membership, Agency, Department, and Organization are synonymous when used in various texts of this document.

- G. **Member In Good Standing** - A Member is considered in Good Standing if their Agency's Annual Membership dues are paid in full as of June 30 of the current calendar year. The Member in Good Standing shall not be in the arrears of any payment(s) due to the Association.

- H. **Officers** - This term shall mean all Elected and Appointed Officers of this Association as outlined in Article 5, Section 1 - Association Officers.

Section 2 - Membership

- A. The membership of this Association shall consist of Active Member Agency, Associate, Honorary, Life, and Retired Members.

1. Active Member Agency

- a. An Active Member Agency shall be duly a constituted Municipal, County, State, Inter-State, or Federal Law Enforcement Agency or Authority whose responsibilities include traffic safety, traffic law enforcement, motor vehicle crash investigation, prosecution of traffic-related crimes, or other traffic-related duties, which shall consist of Enforcement, Education, or Engineering.
- b. Each Active Member Agency shall appoint one person to represent that Agency. This person shall be the only person authorized to cast one vote for the Active Member Agency.
- c. Each Active Member Agency is entitled to one (1) vote regardless of the municipality, county, or state population or the number of Sworn Law Enforcement Officers employed.
- d. The Agency is the official Member of this Association, not the person; the person shall represent the Agency.
- e. Each Active Member Agency shall be assessed annual dues as promulgated by the Executive Board.

2. Associate Member

- a. Any person who is the Chief Executive, or their designee, of any organization by nature of its activity, or any person who, because of employment, training, and experience in any phase of traffic safety, and who does not qualify for Active Member Agency status may be eligible to apply for Associate Membership in this Association.
- b. All proposed Associate Member applicants shall be investigated by the Membership Committee, which shall report its findings at Regular Business or Special Meetings.
- c. If the Membership Committee approves the proposed Associate Member applicant, a motion for membership shall be made during the Meeting where the report is presented. An affirmative vote by a simple majority of the members present will approve the membership.
- d. Associate Members shall be subject to the same rules and regulations of Active Member Agencies, except they are not permitted to hold an Elected Office, make motions, or vote on any matters before the Association.

3. Honorary Member

- a. An Honorary Member shall be any individual recommended by an Active Member in Good Standing who would not qualify as an Active Member Agency or Associate Member.
- b. The qualifications for membership as an Honorary Member will be based on the individual's activities, actions, or deeds that enhanced traffic safety, the police profession, or furthered the achievement of the mission and goals of this Association.
- c. All proposed Honorary Member applicants shall be investigated by the Membership Committee, which shall report its findings at Regular Business or Special Meetings.
- d. If the Membership Committee approves the proposed Honorary Member applicant, a motion for membership shall be made during the meeting in which the report is presented. An affirmative vote by a simple majority of the members present will approve the membership.
- e. Honorary Members may attend Regular Business and Special Meetings when approved or invited by the President. Still, they are not eligible to hold an Elected Office, make motions, or vote, and they shall not be assessed dues.

4. Life Member

- a. To apply to be a Life Member, the individual must have been an Active Member in Good Standing in the Association for at least five years and has demonstrated active participation in service to or for the Association but no longer qualifies as an Active Member.
- b. All proposed Life Member applicants shall be investigated by the Membership Committee, which shall report its findings at Regular Business or Special Meetings.
- c. If the Membership Committee approves the proposed Life Member applicant, a motion for membership shall be made during the meeting in which the report is presented. An affirmative vote by a simple majority of the members present will approve the membership.
- d. Life Members may attend Regular Business and Special Meetings but are not eligible to hold Elected Office, make motions, or vote, and they shall not be assessed dues.
- e. At the discretion of the President, Life Members may serve on committees or as advisors to the Executive Board.

5. Retired Members

- a. Retired Members shall be retired members of an Active Member Agency in Good Standing where the individual wishes to remain active in this Association.
- b. Retired Members may attend Regular Business and Special Meetings but are not eligible to hold Elected Office, make motions, or vote, and they shall not be assessed dues.
- c. At the discretion of the President, Retired Members may serve on committees or serve as advisors to the Executive Board

Section 3 - Membership Application

- A. All membership applications shall be submitted on a form established by the Executive Board.

Article 2 – Dues

Section 1 - Annual Dues

- A. The Annual Membership Dues assessment for each membership category of this Association shall be determined by the Executive Board and approved by the membership. It shall be payable by June 30th of each calendar year.

- B. Dues shall be assessed to Active Member Agencies and Associate Members, except if a Dues Exemption outlined in Section 3 of this Article would apply.

Section 2 - Delinquent Dues

- A. Any Active Member Agency failing to pay their dues on or before June 30th may be dropped from the rolls of this Association. Any Active Member Agency so dropped may be reinstated by making a written application to the Executive Board stating the reason(s) why the dues obligation was not met. The Executive Board shall consider and decide the matter.

Section 3 - Dues Exemption

- A. As long as there are sufficient funds in the treasury to meet the obligations of the Association, members serving on the Executive Board, as defined in Article 7 Section 1, shall be exempt from paying the Annual Dues of the Association for the calendar year(s) while serving on the Executive Board.

Article 3 – Meetings

Section 1 - Regular Business Meetings

- A. The Regular Business Meetings of this Association are usually held on the first Wednesday of each month except for July and August when the Association does not meet. The July and August meetings may be held at the discretion of the Executive Board. All Regular Business Meetings shall commence at ten o'clock (10:00 a.m.).

Section 2 - Special Meetings

- A. Special Meetings are at the call of the President upon written notice to individual members via email. Said notice shall be given at least five days before the proposed meeting except in the case of an emergent matter.

Section 3 - Meeting Quorum

- A. A quorum for conducting business during Regular Business Meetings and Special Meetings shall consist of twenty-five (25) Active Member Agencies in Good Standing and at least four of whom shall be elected Officers.

Section 4 - Meeting Location

- A. The Association shall endeavor to conduct Regular Business, Special, and Executive Board Meetings in person at a location at or near the center of the State.
- B. Whenever technically possible, the above in-person meetings shall also be simulcasted on the Zoom platform over the Internet so that members can attend virtually.

Section 5 - Meeting Attendance Records

- A. At any Regular Business, Special, or Executive Board Meeting of the Association, each Member shall sign in by affixing their signature to the appropriate document provided by the Financial Secretary. Surrogate signatures shall not be permitted.

- B. For meetings held on the Zoom Meeting Platform or hybrid meetings (both virtual and in-person), attendees on Zoom will sign in using the Chat feature.

Section 6 - Executive Board Meetings

- A. The meetings of the Executive Board shall take place at least once per quarter, the date of which shall be determined by the President.

Article 4 – Association's Regions of the State

Section 1 - Region Divisions

- A. The State of New Jersey is divided into eight Regions that shall be served by a Vice President and a Regional Representative.

Section 2 - Regions Defined

- A. The eight (8) regions in the State of New Jersey are defined as follows:

1. Region One - Bergen County
2. Region Two - Essex and Hudson Counties
3. Region Three - Morris, Passaic, Sussex, and Warren Counties
4. Region Four - Hunterdon, Mercer, Middlesex, Somerset, and Union Counties
5. Region Five - Monmouth and Ocean Counties
6. Region Six - Burlington, Camden, Gloucester, and Salem Counties
7. Region Seven - Atlantic, Cape May, and Cumberland Counties
8. Region Eight - New Jersey State Police

Article 5 – Officers and Elections

Section 1 – Association Officers

- A. The Elected Officers of this Association shall be the President, Executive Vice-President, Secretary, Treasurer, Financial Secretary, Sergeant-At-Arms, Regional Vice-Presidents, and Regional Representatives of Regions One through Seven.
 - 1. To be a candidate for the elective Offices of President, Vice President, Secretary, Treasurer, Financial Secretary, Sergeant at Arms, Regional Vice-President, or Regional Representative, the person shall be a representative of an Active Member Agency who has been in Good Standing for at least three consecutive years, including the year of the election.
- B. The Appointed Officers of this Association shall be the Executive Director and Operations Secretary. The Executive Director and Operations Secretary are not required to pay dues, nor do they have voting privileges.
- C. The appointed of the Region Eight Officers, the New Jersey State Police, shall be as follows:
 - 1. The Region Eight Vice-President shall be the Unit Head of the Traffic & Public Safety Office.
 - 2. The Region Eight Vice-President shall designate the Region Eight Representative from his staff.
- D. No more than one representative from an Active Member Agency shall run for elective Office.
- E. The term of Office for all elective offices shall be for two calendar years.
- F. Any Elected Officer may remain in their respective Office after retirement until an active member fills their position by election or appointment by the President.
- G. The position of Immediate Past President shall be an Honorary Title bestowed to an individual who has served as the Association's President and has completed their term of Office immediately preceding the current President. Upon approval from the Executive Board, the President may appoint other non-immediate Past Presidents to serve on the Executive Board under the Honorary Title of Past President to serve as an advisor to the current President.

Section 2 - Nominating Committee

- A. A nominating Committee shall consist of at least three, but no more than eight, members of the Association whom the President shall appoint by the October Regular Business Meeting of the year elections are to occur. No more than one Member shall be selected from any of the Eight Regions of the Association, and to the greatest extent possible, such appointments shall be representative of the entire State. This committee shall submit to the membership a slate of names for all elective positions at the Regular Business Meeting in November of the election year. The slate of Officers submitted by the Nominating Committee shall have at least one name for each Office.
- B. While serving on this committee, the nominating committee members shall not hold any elective office within this Association at the time of appointment.
- C. The names submitted by the nominating committee shall not be considered final nominations. Any member who wishes to nominate a member from the floor may do so after the nominating committee gives their report during the November Regular Business Meeting. Nominations from the floor can only be made at the November Regular Business Meeting. The Nominating Committee shall contact any person nominated from the floor who is not present at the time of nomination as soon after the meeting as possible to determine if the said person accepts the nomination.

Section 3 - Elections

- A. Elections shall take place on the date of the December Regular Business Meeting. Induction of Officers shall occur during the New Business portion of the December Regular Business Meeting.
- B. No person can be nominated for more than one Office and no person can hold more than one elective Office at any one time.

Section 4 – Voting Process

- A. **Uncontested Candidate** – If a candidate runs unopposed for their respective Office, a motion from the floor will be entertained asking that the Recording Secretary cast the ballot for the sole candidate. The motion will include the candidate's name and the title of the Office.
- B. **Contested Election** – Article 10 – Association's Voting Procedures outlines the procedure for voting on contested elections.

Article 6 – Duties of Officers

Section 1 - Duties of the President

- A. The President is the elected Chief Executive Officer of the Association. The President serves for a term consisting of two consecutive calendar years at a time.
- B. The President's duties shall include, but are not limited to:
1. The President shall supervise the affairs of this Association, ensuring that the Association operates in accordance with its Constitution and By-Laws, applicable laws, and regulations.
 2. The President shall preside at all meetings of this Association, set the agenda for such meetings, preserve order, and decorum.
 3. The President shall fill, by appointment, all vacancies among Elected Officers and committees that may be caused by resignation, death, or other causes.
 4. The President shall appoint all committees and he shall also determine the number of members to serve on each committee.
 5. The President may appoint advisors to the Executive Board as they deem appropriate.
 6. The President shall establish the meeting place (as outlined in Article 3, Sections 4, Paragraph A) as required for Regular Business, Special, and Executive Board Meetings.
 7. The President shall assist the Executive Director with guest speakers/vendors attendance of all guest speakers/vendors for their presentations at the Regular Business Meetings as needed.
 8. The President may represent the association to the public, other organizations, and government agencies.
 9. The President shall provide leadership and guidance to the Association's Officers and members.
 10. With the approval of the Executive Board, the President shall have the power to sign contracts and other legal documents on behalf of the Association.
 11. The President shall make verbal reports on the association's activities during Regular Business, Special, and Executive Board Meetings.
 12. The President shall assist the Treasurer in developing and monitoring the Association's budget and financial policies.

13. The President shall not have a regular vote but shall be the tiebreaker in the event of a tie among the members voting on matters before the Association at any Regular Business, Special, and Executive Board Meetings. In the absence of the President, the Executive Vice-President shall assume the duties and voting power of the President.
 14. The President is not permitted to make motions at a Regular Business, Special, or Board Meeting but may entertain a motion for him from the floor.
 15. The President shall perform any other duties as assigned by the By-Laws or the Executive Board.
- C. The Executive Board shall determine compensation for services of the President; said compensation may include a monthly stipend, vehicle mileage reimbursement, and reimbursement for approved out-of-pocket expenses. This compensation package shall be reviewed annually by the Executive Board.
- D. A comprehensive list of Past and current Presidents of the Association, including their terms of service, shall be part of the Association's Archives, which the Operations Secretary maintains.

Section 2 - Duties of the Executive Director

- A. With the approval of the Executive Board, the President may appoint an Executive Director. The Executive Director reports to the President.
- B. The Executive Director's duties shall include, but are not limited to:
1. Assist the President in the day-to-day operation of the Association.
 2. Serve as the Co-Editor with the Operations Secretary in composing and the publication of the Association's monthly Newsletter.
 3. Attend Regular Business, Special, and Executive Board Meetings.
 4. At the direction of the President, represent the Association at public hearings, meetings, and legislative matters.
 - a. The Executive Director shall not make any decisions, commitments, or bind the Association in any matters inconsistent with the policies set forth by the Association. He must follow the directions and policies of the President and/or the Executive Board.
 5. Coordinate training classes, programs, workshops, or seminars presented or hosted by the Association.

New Jersey Police Traffic Officers' Association – Constitution & By-Laws

6. Assist the Executive Vice-President as the liaison to the Association's Regions and County Associations.
 7. Co-administer the Association's website with the Operations Secretary
 8. Compose position papers and written communications on behalf of the Association whenever requested by the President and/or the Executive Board.
 9. The Executive Director shall give a verbal report on their activities at the Regular Business, Special, and Executive Board Meetings of the Association. If, for any reason, the Executive Director cannot attend a Meeting, they shall submit a report to the President, who will give the report at the Meeting.
 10. The Executive Director shall coordinate the attendance of all guest speakers/vendors for their presentations at the Regular Business Meetings.
 11. The Executive Director is permitted to make motions at a Regular Business, Special, or Executive Board Meeting, but he shall not be allowed to vote at any meeting.
 12. The Executive Director shall perform any other duties as assigned by the By-Laws or the Executive Board.
- A. The Executive Board shall determine compensation for services of the Executive Director; said compensation may include a monthly stipend, vehicle mileage reimbursement, and reimbursement for approved out-of-pocket expenses. This compensation package shall be reviewed annually by the Executive Board.
- C. Any matters in the Association By-Laws, policies or procedures, or any other document inconsistent with this amendment are hereby declared invalid.

Section 3 - Duties of the Operations Secretary

- A. With the approval of the Executive Board, the President may appoint an Operations Secretary. The Operations Secretary reports to the President.
- B. The Operations Secretary's duties shall include, but are not limited to:
1. Assist the President in matters involving the operation of the NJPTOA Office, invoice and collect membership dues, notify members in arrears of dues, and maintain a membership roster.
 2. Assist the Executive Director in relevant matters associated with training classes, programs, workshops, or seminars presented or hosted by the Association.
 3. Attend Regular Business, Special, and Executive Board Meetings.

New Jersey Police Traffic Officers' Association – Constitution & By-Laws

4. Co-administer the Association's website with the Executive Director.
 5. Manage the daily office business of the Association.
 6. Manage the Association's telephone and email communications.
 7. Upon the appropriate request from members, make copies of documents, laws, legislation, training, etc..., and forward them by fax, email, or postal mail.
 8. Association Correspondence – the Operations Secretary shall be responsible for managing any incoming or outgoing correspondence for the Association, including emails, letters, and other forms of communication.
 9. The Operations Secretary shall give a verbal report on their activities at the Regular Business, Special, and Executive Board Meetings of the Association. If, for any reason, the Operations Secretary cannot attend a meeting, they shall submit a report to the President, who will give the report at the meeting.
 10. The Operations Secretary shall assist the Executive Director with guest speakers/vendors attendance of all guest speakers/vendors for their presentations at the Regular Business Meetings as needed.
 11. The Operations Secretary is authorized to utilize the Association's credit/debit card to pay bills, make purchases, and/or any other authorized expenditures on behalf of the Association. The Operations Secretary shall forward a copy of the payment slip along with an expense voucher to the Treasurer of the Association.
 12. With the assistance of the Recording Secretary, the Operations Secretary shall maintain the Associations Archives.
 13. The Operations Secretary is permitted to make motions at a Regular Business, Special, or Executive Board Meeting, but he shall not be allowed to vote at any meeting.
 14. The Operations Secretary shall perform any other duties as assigned by the By-Laws or the Executive Board.
- C. The Executive Board shall determine compensation for services of the Operations Secretary; said compensation may include a monthly stipend, vehicle mileage reimbursement, and reimbursement for approved out-of-pocket expenses. This compensation package shall be reviewed annually by the Executive Board.
- D. Any matters in the Association By-Laws, policies or procedures, or any other document inconsistent with this amendment are hereby declared invalid.

Section 4 - Duties of the Executive Vice President

- A. The Executive Vice President is an Elected Officer who shall act as presiding officer of this Association during the absence or temporary disability of the President. This is an elected position serving a term consisting of two consecutive calendar years at a time.
- B. In the event of the President's death, resignation, or removal from Office, the Executive Vice President shall perform the duties of the President until the next regular election of Officers.
- C. The Executive Vice President shall give a verbal report on their activities at the Regular Business, Special, and Executive Board Meetings of the Association. If, for any reason, the Executive Vice President cannot attend a meeting, they shall submit a report to the President, who will give the report at the meeting.
- D. The Executive Vice President shall perform any other duties as assigned by the By-Laws or the Executive Board.

Section 5 - Duties of the Recording Secretary

- A. The Recording Secretary is an Elected Officer responsible for keeping a record of all the Association's Regular Business, Special, and Executive Board Meetings and activities. This is an elected position serving a term consisting of two consecutive calendar years at a time.
- B. The Recording Secretary's duties include, but are not limited to:
 - 1. The Recording Secretary shall take detailed notes during meetings to capture important decisions, discussions, and action items, including collecting any written reports submitted by Officers and members of the Association.
 - 2. Within two weeks after a meeting, the Recording Secretary shall compile items outlined in Section 5, B, 1 into the Official Written Minutes of that meeting. Once completed, the Recording Secretary shall distribute the Official Written Minutes as outlined by the Executive Board.
 - 3. The Recording Secretary shall maintain an archival record of all meetings, including agendas, official minutes, and other relevant documents. These records are an essential part of the Association's history and can be used for reference in the future. The Recording Secretary will forward a duplicate copy of each meeting's record to the Operations Secretary for placement in the Association's Archives.

4. The Recording Secretary shall give a verbal report on their activities at the Association's Regular Business, Special, and Executive Board Meetings. If, for any reason, the Operations Secretary cannot attend a meeting, they shall submit a report to the President, who will give the report at the meeting.
 5. The Recording Secretary shall perform any other duties as assigned by the By-Laws or the Executive Board.
- C. The Executive Board shall determine compensation for the services of the Recording Secretary; said compensation may include a monthly stipend, vehicle mileage reimbursement, and reimbursement for approved out-of-pocket expenses. This compensation package shall be reviewed annually by the Executive Board.

Section 6 - Duties of the Financial Secretary

- A. The Financial Secretary is an Elected Officer serving a term consisting of two consecutive calendar years at a time.
- B. The Financial Secretary's duties shall include, but are not limited to:
1. The Financial Secretary shall be responsible for collecting attendance fees at meetings.
 2. The Financial Secretary shall turn over all collected funds to the Treasurer.
 3. The Financial Secretary shall maintain a roster of all members of this Association who attend Regular Business, Special, and Executive Board Meetings.
 4. The Financial Secretary shall give a verbal report on their activities at the Association's Regular Business, Special, and Executive Board Meetings. If, for any reason, the Operations Secretary cannot attend a meeting, they shall submit a report to the President, who will give the report at the meeting.
 5. The Financial Secretary shall perform any other duties as assigned by the By-Laws or the Executive Board.

Section 7 - Duties of the Treasurer

- A. The Treasurer is an Elected Officer who is responsible for the fiscal management and ensuring the financial health and stability of the Association. This is an elected position serving a term consisting of two consecutive calendar years at a time.
- B. The Treasurer's duties shall include, but are not limited to:
1. The Treasurer is responsible for maintaining accurate records of all the Association's financial transactions and account balances.
 2. The Treasurer is responsible for preparing monthly financial reports that accurately reflect the Association's financial position; at a minimum, these reports shall include the amount of money received and disbursed during the past month, including balances in all financial accounts. These reports shall be presented to the membership during the Regular Business Meetings.
 3. Except for fixed costs (i.e., postage, Officer's compensations, etc...), the membership must approve expenses over \$500.00 presented to the Treasurer. Other expenses less than \$500 may be paid after being approved by any two of the following Officers: The President, Executive Vice President, Executive Director, or Operations Secretary.
 4. The Treasurer is authorized to utilize the Association's credit/debit card to pay bills, make purchases, and/or any other authorized expenditures on behalf of the Association.
 5. The Treasurer shall utilize a Voucher / Expense Report system for accountability in issuing checks or credit/debit cards for payment of Association expenses, fixed costs, reimbursement to members, or any other authorized expenditure on behalf of the Association.
 6. The Treasurer shall give a verbal report on their activities at the Association's Regular Business, Special, and Executive Board Meetings. If, for any reason, the Treasurer cannot attend a meeting, they shall submit a report to the President, who will give the report at the meeting.
- C. The Executive Board shall determine compensation for the services of the Treasurer; said compensation may include a monthly stipend, vehicle mileage reimbursement, and reimbursement for approved out-of-pocket expenses. This compensation package shall be reviewed annually by the Executive Board.

Section 8 - Duties of the Sergeant-At-Arms

- A. The Sergeant-at-Arms is an elected position serving a term consisting of two consecutive calendar years at a time.

- B. The Sergeant-at-Arms duties shall include, but are not limited to:
 - 1. The Sergeant-at-Arms shall have command of the entrance door of the meeting room.
 - 2. The Sergeant-at-Arms shall be responsible for the collection of any assessments and shall assist in the collection of funds and the tallying of votes at all Regular Business, Special, and Board Meetings.
 - 3. The Sergeant-at-Arms shall assist the President in maintaining order and decorum during meetings by enforcing the association's rules and procedures.
 - 4. The Sergeant-at-Arms is responsible for protecting the safety of the members and guests by overseeing security measures and responding to any disruptions or threats during meetings.
 - 5. The Sergeant-at-Arms shall assist the Executive Director with the set-up and breakdown of meeting facilities, including arranging seating, managing audiovisual equipment, and ensuring that the space is clean and organized.
 - 6. The Sergeant-at-Arms shall serve as a liaison between the Association and law enforcement or other outside agencies in the event of an emergency or other situation that requires their assistance.
 - 7. The President may request any member to assist the Sergeant-at-Arms.
 - 8. The Treasurer shall give a verbal report on their activities at the Association's Regular Business, Special, and Executive Board Meetings. If, for any reason, the Sergeant-at-Arms cannot attend a meeting, they shall submit a report to the President, who will give the report at the meeting.
 - 9. The Sergeant-at-Arms shall perform any other duties as assigned by the By-Laws or the Executive Board.

Section 9 - Duties of the Regional Vice-Presidents

- A. Regional Vice-Presidents are responsible for Association activities within their respective regions. They shall give a verbal report of these and other traffic safety-related activities occurring within their respective region at this Association's monthly Regular Business Meeting.
- B. They shall assist in collecting dues if necessary and perform any other assignments in their region.
- C. In cases where Association Regional Meetings are held, the Regional Vice-President shall preside over the meeting, coordinate all business transacted, and collect any necessary funds.
- D. Regional Vice-President is an elected position serving a term consisting of two consecutive calendar years at a time.

Section 10 - Duties of the Regional Representatives

- A. Regional Representatives shall assist the Regional Vice-President in performing their Association duties outlined in Section 9 above, including giving a verbal report of these activities and other traffic safety-related activities occurring within their respective regions at the monthly Regular Business Meeting of this Association.
- B. In cases where regional meetings are held, the Regional Representative shall assume the duties of the Regional Vice-President in the event they cannot attend.
- C. Regional Representative is an elected position serving a term consisting of two consecutive calendar years at a time.

Section 11 - Duties of the Immediate Past President

- A. The Immediate Past President position is an Honorary Title bestowed to the individual who has served as the Association's President and has completed their term of Office. These duties shall also apply to any Non-Immediate Past President which is outlined in Article 4 - Section 1 – Association Officers.
- B. A Past President is often considered a valuable resource to the current President and the Association. Their experience and institutional knowledge can help guide the Association through transitions and provide continuity between administrations.
- C. A Past President's only duty and responsibility is to serve as an advisor to the current President. A Past President shall not represent the Association to and in any outside organization, agency, committee, and/or government entity.
- D. A Past President is invited to sit in on any Regular Business, Special, or Executive Board Meetings but does not have a vote.
- E. A Past President shall not be able to make motions or vote on the Associations' business during any meeting unless they represent an Active Member Agency at a Regular Business Meeting.
- F. Any Past President shall be exempt from paying Association Dues.

Section 12 - Removal of Officers

- A. Any Officer or Member of the Executive Board may be removed from Office after he has failed to attend three consecutive Regular Business Meetings of this Association, provided that he is not prevented from attending meetings as a result of illness, absence from the State, being detained in his official duties, or any other justified cause that may be determined by the Executive Board. It is incumbent upon the officer who has failed to attend the meetings to state his reasons for not attending to the President.
- B. Any officer may be removed from their Office by the Executive Board for any violation of this Constitution and By-Laws or for conduct unbecoming an Elected Officer of this Association after the Executive Board conducts a hearing on such charges.

Article 7 – Executive Board

Section 1 - Board Members

- A. The Executive Board shall consist of all Elected Officers of this Association, the Executive Director, the Operations Secretary, and a Past President. The President shall serve as the Chairperson of the Board.
- B. The Executive Director and Operations Secretary may make motions but cannot vote on anything before the Executive Board
- C. A Past President may not make motions or vote on anything before the Executive Board.

Section 2 - Board Meetings

- A. The Executive Board shall meet as provided under the applicable provisions of these By-Laws or when called by the President. Committee Chairpersons may attend the meetings of the Executive Board.

Section 3 - Board Responsibilities

- A. During the interim between meetings, the Executive Board shall act for the Association upon matters requiring immediate action and report any such activity to the Association at the next meeting.
- B. The Executive Board shall function as an advisory committee to the President and shall, in cooperation with the President, outline the Association's programs, activities, and policies.
- C. The Executive Board shall arbitrate all disputes and act as a trial committee for any member under charges. The decision of the Executive Board shall be final except upon appeal to the Association at a regular meeting.
- D. The Executive Board may authorize the Treasurer to make such expenditures as may be necessary.

Article 8 – Committees

Section 1 - Standing Committees & Responsibilities

- A. The President may appoint the following committees and any other committees they deem appropriate during their term of Office. The President shall appoint a Regional Vice-President as the coordinator of each committee.
1. **Audit Committee** - The President shall appoint a committee consisting of three (3) members who shall serve as an auditing committee. They shall examine the records of the Financial Secretary and Treasurer. Such examination shall take place during the first quarter of the following year. If deemed necessary, the committee may recommend that the President and Executive Board authorize an independent and professional audit of all financial records of the Association.
 2. **By-laws** - This committee shall regularly review this Constitution and By-Laws and may suggest changes to the membership. When the membership properly proposes changes in the By-Laws, it shall be the duty of this committee to prepare drafts embodying such changes and to present such drafts for a vote. The By-Laws committee shall be responsible to the President and the Executive Board.
 3. **Conference and Seminar** - This committee shall organize any conference or seminar the Association may have. It shall be the duty of this committee to select sites and obtain vendors, speakers, instructors, etc. They will be responsible to the President and/or the Executive Board.
 4. **Education** - This committee shall seek schools pertaining to traffic safety, evaluate the curriculum, and report their findings to the President. They shall establish a list of available schools and seminars and inform the President so they may be announced at the Regular Business Meeting. They will be responsible to the President.
 5. **Good and Welfare** - This committee shall address the good and welfare of the individual members. They shall investigate and report all cases of illness or death of their families to the President and take proper action as determined by these By-Laws or follow the specific direction of the President. They shall be responsible to the President and/or the Executive Board.

6. **Legislative** - This committee shall regularly review all proposed or newly enacted statutes pertaining to traffic in the State of New Jersey and shall inform the Executive Board and the President. They shall also review present statutes and report those of interest or needing revision to the attention of the Executive Board and the New Jersey Legislature. They may also represent the Association at any legislative or other committee hearings held in the interest of Traffic Safety and communicate the interest or position of the Association to any such group. The interest of the Association shall be determined by the membership at a Regular Business Meeting. Decisions of the Executive Board are only used as a guide for discussion at Regular Business Meetings. This committee shall be responsible to the President.
7. **Membership** - This committee shall investigate all prospective members as to their qualifications in accordance with these By-Laws. The committee shall report its findings to the Executive Board for approval. This committee shall also be responsible for maintaining and increasing the membership of this Association. They shall obtain applications from the Regional Vice-Presidents, investigate such applications, and report as described herein. They shall be responsible to the President and the Executive Board.
8. **Oversight** - This committee shall keep a copy of all resolutions and votes of the Association on essential matters to assure compliance with the will of the Association. This committee shall be responsible to the President and the Executive Board.
9. **Publicity and Public Relations** - This committee shall organize and distribute press releases to the appropriate newspapers. All releases appearing as a position of the Association shall be released in the name of the President or Region Vice-President, whichever is deemed appropriate. All releases not coming from the Office of the President or Executive Vice President shall have the approval of either of the two aforementioned. This committee shall also join the Legislative committee in attending any meetings, hearings, or other matters concerned with Traffic Safety that would require testimony or representation of the Association. They shall be responsible to the President.
10. **Traffic Safety** - This committee shall review, examine, and research any equipment, other devices, or traffic controls that may affect Traffic Safety and report their findings to the membership. They will work to develop information beneficial to the membership and receive information for research from the membership with the approval of the President and/or the Executive Board. They shall also attend any meetings or hearings concerning Traffic Safety along with the Legislative and Publicity Committees where an expression of the position of the Association will be on the agenda. They shall be responsible to the President and/or the Executive Board.

Section 2 - Special and Sub-Committees

- A. Special Committees and Sub-Committees may be appointed at the discretion of the President. They shall serve until their purpose is accomplished or when discharged by the President.

Section 3 - Committee Rules and Regulations

- A. All committee members will be appointed by the President as needed.
- B. The President has the right to remove any committee member who does not perform in the Association's best interests by either lack of participation or inadequate participation.
- C. The Chairperson of each committee may be called upon at each meeting and asked by the President to give a report of the preceding month's activity.
- D. The President shall be an ex-officio member of all committees.
- E. The Association will reimburse Expenses incurred by a committee chairperson or committee members during the performance of their function.
- F. Said expenses must receive advance approval from the President or Executive Board
- G. Requests for reimbursement shall be submitted to the Treasurer, including the proper receipts for the expenditure, and accompanied by the appropriate voucher/expense sheet promulgated by the association.
- H. The Executive Board may approve amounts under \$100.00 and amounts over \$100.00 require membership approval except for postage expenses.

Article 9 – Association Awards

Section 1 - The Chief Anthony J. Parenti Excellence in Traffic Safety Award

- A. The Association created the Chief Anthony J. Parenti Excellence in Traffic Safety Award in the 1990s to recognize an individual's outstanding contribution or impact on traffic safety to the motoring public in the Garden State.
- B. The award can be bestowed upon any person; membership of the Association is not required as a condition to receive the award.
- C. This is not an annual award; it will be given as needed.
- D. The approval of the award shall be at the sole discretion of the Executive Board; the regular membership does not vote on this award.
- E. The Operations Secretary shall maintain a list of award recipients, including names, dates awarded, and any other pertinent information to be part of the Association's Archives.

Section 2 - Nomination Process for the Award

- A. Any Active Member Agency, Executive Board Member, or Elected Officer can nominate a person for the Chief Anthony J. Parenti Excellence in Traffic Safety Award.
- B. Nomination shall be made in written form or email to the President of the Association. The nomination can be made at any time; it does not require an official meeting of the Association. The nomination shall, at a minimum, include the person's name, occupation, contact information, and reason for the award. The nomination does not require a second to be presented to the President.
- C. The President will inform the Executive Board during an Executive Board Meeting or by email that the nomination has been received.

Section 3 - Investigation of Nomination

- A. The President shall appoint an Awards Committee consisting of at least two Board Members,
- B. The Awards Committee shall research the basis for the award for the nominated individual and decide upon a recommendation to authorize or not authorize the award to be presented to the individual.

Section 4 - Voting Process for the Award

- A. The Awards Committee shall present its findings and recommendations to the Executive Board for consideration of the award during a regularly scheduled Executive Board Meeting.
- B. If the Awards Committee approves the award to the individual, the President shall call for a vote by the Executive Board to approve or disapprove the award. The President shall decide on the method of voting.
- C. The President shall include the outcome of the Executive Board's vote on the award during his report to the membership at the next Regular Business Meeting of the Association unless confidentiality is necessary.

Section 5 - Presentation of the Award

- A. Once the Executive Board approves the award, the President will coordinate with the recipient to schedule the award presentation during a Regular Business Meeting.

Section 6 - Description of the Chief Anthony J. Parenti Excellence in Traffic Safety Award

- A. The award shall be a wooden plaque style.
- B. The layout shall be set up so that the upper portion bears the Seal of the State of New Jersey and the Seal of the Association flanking a photograph of Chief Anthony Parenti (in uniform), which will be in the upper center of the plaque.
- The lower portion of the plaque will have an engraved metal plate containing the below wording:

Chief Anthony J. Parenti
Excellence in Traffic Safety Award
Presented to
Recipient's Title, Name, and Name of their Organization or Agency

Presented by The
New Jersey Police Traffic Officers' Association
Date Presented

- C. The photograph is an example of what the award looks like:



Section 7 - Other Association Awards

- A. No other awards shall be bestowed to a person under the auspices of the Association unless it is approved first by the Executive Board and then by the general membership.

Article 10 – Association's Voting Procedures

Section 1 - Method of Voting for Motions on the Floor

- A. The methods of voting on normal motions presented during Regular Business, Special, or Executive Board Meetings are listed below and shall be at the discretion of the President.
 - 1. Voice vote
 - 2. Hand vote
 - 3. Roll Call

Section 2 - Roll Call Vote

- A. Any Active Member Agency may request that a Roll Call Vote be taken on any matter under consideration by this Association. Such roll call vote will only be taken if a majority of the Active Member Agencies present, in Good Standing, concurs with such request.
- B. A Roll Call Vote is a voting procedure in which each Active Member Agency is called upon individually to cast their vote, rather than voting by a show of hands or a voice vote. This procedure is typically used when the vote is important, contentious, or when required.
- C. Step-by-step procedure on how to conduct a Roll Call Vote in accordance with typical parliamentary procedures:
 - 1. The Presiding Officer will announce that a roll call vote will be conducted and explain the matter to be voted on.
 - 2. The Recording Secretary or a designated person will call each Active Member Agency's name in alphabetical order, and the person designated by that Active Member Agency as outlined in Article 1, Section 2, Paragraph A1b will respond "aye" or "no" (or "abstain" if they choose not to vote).
 - 3. The Recording Secretary or designated person will record each Active Member Agency's response in the minutes.
 - 4. After all Active Member Agencies have been called, the presiding officer will announce the vote result.

Section 3 - Voting Qualifications for Motions on the Floor

- A. In order to vote, an Active Member Agency must have its dues paid to date and be considered in Good Standing as shown on the books of the Operations Secretary. The Operations Secretary shall maintain said books up to date.

Section 4 - Voting Ballots for Contested Election

- A. For any contested election, in-person voting shall be by secret ballot with only one (1) vote permitted for each Active Member Agency.
- B. Mail or absentee ballots are prohibited.

Section 5 - Voting Qualifications for Contested Election

- A. In order to vote, an Active Member Agency must have its dues paid to date.
- B. In order to vote, an Active Member Agency is considered Good Standing as shown in the books of the Operations Secretary. The Operations Secretary shall maintain said books up to date.
- C. A signed voucher shall not be considered a paid membership until the Association receives the payment amount.

Section 6 - ID Required to Vote in Contested Election

- A. Prior to casting a vote in an election, the person representing the Active Member Agency in Good Standing must produce valid police identification from that Agency.

Section 7 - Voting Procedures for Contested Elections

- A. Once it has been determined that a contested election will occur, the President shall appoint an Electoral Committee and designate a chairperson. The committee is responsible for ensuring voters are eligible and maintaining a record of who casts a vote. The committee will tabulate the ballots and certify the results.
- B. The committee shall consist of the least number of members needed to administer the election as determined by the Electoral Committee Chairperson and the President.
- C. Committee members shall not be anyone running in a contested position.
- D. Nominees shall be permitted to have one observer present at the polling place and be present during the tabulation of the ballots. The election will commence at the appointed time, irrespective of whether or not the observer or candidate is present.
- E. The polls will open at 9:30 a.m. and close at 11:30 a.m. on the December Regular Business Meeting date.

Article 11- Newsletter of the Association

Section 1 - Newsletter Purpose

- A. The Association's Newsletter is a monthly communication tool used to keep members informed, engaged, and serve as the voice of the Association.

- B. The Newsletter shall be Co-Edited by the Executive Director and the Operations Secretary

Section 2 - Newsletter Content

- A. At a minimum, the Newsletter will include:
 - 1. President's Message
 - 2. Association meeting schedule
 - 3. News from the Association
 - 4. Upcoming Association events
 - 5. News from Associate Members and Associations, including but not limited to:
 - a. NJDHTS
 - b. NHTSA
 - c. NJAG
 - d. NJMVC
 - e. NJDOT
 - f. NJSACOP
 - g. Articles written by members.
 - h. Upcoming training related to traffic safety.
 - 1. Rutgers University
 - 2. Kean University
 - i. Other relevant information.

- B. Region Vice-Presidents and Region Representatives shall regularly submit information and articles dealing with their respective regions to the editors for publication in the Newsletter.

Section 3 - Newsletter Distribution

- A. The Newsletter shall be in an electronic format and distributed to the membership via email in addition to being posted on the Association's Website on the Newsletter page.
- B. The Newsletter shall only be distributed to the members of the various membership categories who are in good standing.
- C. The Newsletter shall be password-protected and its contents considered Law Enforcement Sensitive.

Section 4 - Newsletter Dedication

- A. The Association's Newsletter shall be dedicated to the memory of Chief Anthony "Tony" Parenti, the Association's founding father.
- B. This dedication shall be included in the title banner of the Newsletter on the front page.

Article 12 – Amendments to the Constitution and By-Laws

Section 1 - Two Meeting Rule Procedure

- A. The Two Meeting Rule is a standard procedure for making changes to the By-Laws of an association. It involves announcing and discussing the proposed Constitution and By-Laws changes at the First Meeting and then voting to enact them during the Second Meeting. Below are the procedures for implementing changes following the two-meeting rule:
- B. **Provide Notice:** The Association shall provide written notice to its members of the proposed By-Law changes as outlined in Section 3 of this Article.
- C. **First Meeting:** The Association shall hold the First Meeting during the New Business portion of a Regular Business Meeting to discuss the proposed changes. Members will have the opportunity to ask questions and provide feedback. No vote is taken at this meeting; the vote shall be tabled to the next scheduled Regular Business Meeting, the Second Meeting.
- D. **Second Meeting:** The vote on the proposed changes to the By-Laws will occur at the Second Meeting during the Old Business portion of the next Regular Business Meeting. Members will have another opportunity to discuss the proposed changes before the vote. A quorum of members must be present at the Second Meeting for the ballot to be valid.
- E. **Vote:** A simple majority of the Active Member Agencies in Good Standing present at the Second Meeting shall adopt the proposed by-law changes.
- F. **Record the Changes:** The Constitution and By-Laws will be revised to reflect the approved changes once the proposed changes have been adopted. The proposed changes shall take effect on the date of the Second Meeting of adoption; the preamble will indicate the date for the revision.

Section 2 - Changes Required in Writing

- A. Any motion to alter, repeal, amend, or supplement any provision of the Constitution and By-Laws or any part thereof must be presented to the President in writing in a format promulgated by the Executive Board.
- B. The proposed changes must be submitted to the President at least 15 days before the meeting they will be announced, the First Meeting, as outlined in Section 1 of this Article.
- C. Proposed changes submitted from the floor during a Regular Business Meeting under New Business shall be tabled until the next Regular Business Meeting, which will be the First Meeting, as outlined in Section 1 of this Article.
- D. If the proposed changes did not come from the By-Laws Committee, said proposed changes will also be sent to the By-Laws Committee for review and evaluation.

Section 3 - Notification to Members

- A. Active Member Agencies of the Association must be notified at least ten days in advance of the date, time, and place for the Regular Business Meeting when the proposed change or changes in the Constitution and By-Laws will be introduced, the First Meeting.
- B. Active Member Agencies of the Association must be notified at least ten days in advance of the date, time, and place for the Regular Business Meeting when the proposed change or changes in the Constitution and By-Laws will be voted upon, the Second Meeting
- C. Such notifications shall be completed via email to the members and posted on the Association's website on the Meeting page.

Section 4 - Temporary Suspension of By-Laws

- A. Any portion of these By-Laws may be temporarily suspended upon a two-thirds vote of the Active Member Agencies in Good Standing present at a Regular Business or Special Meetings of the Association. The temporary suspension shall have an effective date and a closing date included in the motion and shall only apply to the issue for which the suspension was proposed and passed by the vote. If the same issue arises at a future time, a new motion must be presented to the membership and voted upon following the above procedure again.

Article 13 – Grant Applications and Grant Awards

Section 1 - Eligibility for Grants

- A. The Association may apply for grants from foundations, corporations, government agencies, or any other entities, subject to their rules and regulations, for purposes consistent with the mission and objectives of the Association.

Section 2 - Grant Application Process

- A. The Executive Board shall determine which grant opportunities to pursue and shall authorize the submission of grant proposals on behalf of the Association. The President, or a designee, shall prepare and submit grant proposals in accordance with the grant guidelines and deadlines.

Section 3 - Grant Administration

- A. When the Association is awarded a grant, the following Association Officers shall be assigned the listed administration responsibilities, and also listed in the grant.
 1. The President, or a designee, shall oversee the administration of the grant as the Project Director in accordance with the grant agreement, guidelines, and deadlines.
 2. The Operations Secretary, or a designee, shall serve as the Authorized Official in accordance with the grant agreement, guidelines, and deadlines.
 3. The Treasurer shall keep accurate records of grant funds received and expended related to the grant.
 - a. The Treasurer shall provide regular detailed reports to the Executive Board and the grantor in accordance with the grant agreement, guidelines, and deadlines.
 - b. The Treasurer is responsible for ensuring appropriate internal controls are in place to protect the Association's grant-related assets.
 - c. This includes developing and implementing procedures for tracking and reconciling grant funds, monitoring expenses, and reporting irregularities.

Section 4 - Use of Grant Funds

- A. Grant funds shall be used for the specific purposes identified in the grant agreement and in accordance with the Association's approved budget. Any changes to the use of grant funds must be approved in writing by the grantor.

Section 5 - Indemnification

- A. The Association shall indemnify and hold harmless the grantor, its officers, directors, employees, agents, and assignees from any and all claims, damages, expenses, or liabilities arising from the Association's use of grant funds.

Section 6 - Conflict of Interest

- A. No Elected Officer, Appointed Officer, or employee of the Association shall participate in any decision relating to a grant application or award if they have a personal, financial, or professional interest in the outcome. Any such interest shall be disclosed in writing to the Executive Board and recorded in the meeting minutes.

Section 7 - Dissolution of Association

- A. In the event of the dissolution of the Association, all grant funds shall be returned to the grantor, or if that is not possible, shall be distributed in accordance with applicable law and the grant agreement.

Article 14 – Indemnification of Association Officers

Section 1 - Scope

- A. This provision provides for the indemnification of the Association's Elected Officers and Executive Board Members, as well as any employees, agents, or volunteers acting on behalf of the association.

Section 2 - Definitions

- A. **Association** - means the New Jersey Police Traffic Officers' Association, Inc.
- B. **Officer** - means any person who is or was an Elected Officer of the Association, including a member of the Executive Board, Executive Director, Operations Secretary, any committee member acting in that capacity, and any person appointed by the President or Executive Board to a position or to carry out an assignment(s) on behalf of the Association.
- C. **Claim** - means any action, suit, or proceeding, whether civil, criminal, administrative, or investigative, including any appeal thereof.
- D. **Expenses** - means all reasonable costs, including attorney's fees, incurred in connection with a Claim.

Section 3 - Right to Indemnification:

- A. The Association, to the extent permitted by NJSA Title 14A - the General Corporation Laws of New Jersey, shall indemnify and hold harmless each Officer from and against any and all Expenses incurred in connection with any Claim made against them by reason of the fact that they are or were an Officer of the Association, except in relation to matters where the Officer is adjudged to be liable for negligence or misconduct in the performance of their duties to the Association.

Section 4 - Advancement of Expenses

- A. To the extent permitted by law, the Association shall pay in advance any Expenses incurred by an Officer in defending a Claim, provided that the Officer provides a written affirmation of their good faith belief that they have not engaged in conduct that would constitute a breach of their duty of loyalty to the Association and that they are entitled to indemnification under this provision.

Section 5 - Procedures

- A. **Request for Indemnification:** An Officer seeking indemnification under this provision shall make a written request to the Executive Board.
- B. **Determination of Entitlement to Indemnification:** The Executive Board shall determine whether the Officer is entitled to indemnification under this provision and, if so, the amount of Expenses to be indemnified.
- C. **Procedures for Determination:** Determining entitlement to indemnification and the amount of Expenses to be indemnified shall be made following applicable law and the Association's By-Laws.

Section 6 - Insurance

- A. The Association may purchase and maintain insurance on behalf of any person who is or was an Officer of the Association against any liability asserted against them and incurred by them in any such capacity or arising out of their status as such, whether or not the Association would have the power to indemnify them against such liability under this provision.

Section 7 - Limitation on Indemnification

- A. No indemnification may be made under this provision to any Officer for any Claim unless the indemnification is consistent with applicable law and is approved by the Executive Board.

Section 8 - Severability

- A. If any provision of this indemnification provision is held invalid or unenforceable for any reason, the remaining provisions shall remain valid and enforceable.

Section 9 - Amendment

- A. This indemnification provision may be amended from time to time by the Association's Executive Board, provided that the amendment is consistent with applicable law and the Association's By-Laws.

Article 15 – Oath of Office for Elected Officers

Section 1 - Oath of Office

A. Paragraph B below contains the Oath of Office that any Elected Officer of this Association must give upon taking Office.

B. Oath of Office

I, (**State Your Name**), do solemnly swear (*affirm*) that I will faithfully, justly, and impartially execute the duties of (**Insert Title**) of the New Jersey Police Traffic Officer's Association, in and for the State of New Jersey, to the best of my abilities and understanding.

I do further solemnly swear (*affirm*) that I will support the Constitutions of the United States and the State of New Jersey, and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this State, under the authority of the people. (*So help me God.*) *

*The person taking this oath has the option of including "So help me God," if they so desire.

Article 16 – Official Association Seal, Banner, and Logo

Section 1 - Association Seal

- A. The Association shall have an official seal that shall be an oval design containing the outline of an older style chief of police badge with the name of the Association, an outline of the State of New Jersey embossed over the "wings of traffic safety," the year the Association was established, and the word POLICE embossed along the bottom of the badge.
- B. Below are the current color and black & white versions of the Official Seal of the New Jersey Police Traffic Officers Association.
- C. This Official Seal also serves as the Association's Official Patch



Patch



Clipart



Pin

Section 2 - Association Banner

- A. Below is the color version of the Official Banner of the New Jersey Police Traffic Officers Association.



Clipart



Pin

Section 3 - Association Logo

A. Below are the current color and black & white versions of the Official Logo of the New Jersey Police Traffic Officers Association



Section 4 - Retired Versions

A. Below is a retired version of the Association's Logo.



Clipart



Pin

Section 5 - Authorized Use

- A. The Official Seal, Official Banner, and Official Logo are for use only by the New Jersey Police Traffic Officers' Association.

- B. Members of the Association or other entities may request permission from the Executive Board for the use of the Official Seal, Official Banner, or Official Logo
 - 1. The request must be in writing and presented to the President or Executive Director.
 - 2. The written request must indicate which Seal, Banner, or Logo they wish to use.
 - 3. The written request must explain in detail the use and for how long.
 - 4. If approved, the Executive Board will issue a letter allowing the use as outlined in the request.
 - 5. The above proceedings shall be entered into the minutes of the Executive Board Meeting, along with a copy of the approval letter forwarded to the Operations Secretary for deposit into the Association's Archives.

Article 17- Property of the Association

Section 1 - Ownership of Property

- A. Any equipment, material, or any other items issued or awarded by the Association to a member shall be considered the property of the Association.
- B. Upon termination of membership, any individual possessing the said property shall ensure it is returned to the association and forwarded to the President or Executive Director of this Association.

Section 2 - Distribution of Assets upon Dissolution

- A. Upon dissolution of the corporation, its remaining assets, if any, shall be distributed to one or more organizations, organized, and operated exclusively for religious, charitable, scientific, literary, or educational purposes within the meaning of Section 501 (C-4) of the Internal Revenue Code, as now in force, or afterward amended as the trustees of the corporation shall determine. Any such assets not so distributed shall be distributed by the Superior Court of the State of New Jersey for the county, in which the Registered Office of the corporation is then located, to another organization to be used in such manner as in the judgment of such court will best accomplish the general purposes for which the corporation was organized.

Article 18 – Association Meeting Procedures

Section 1 - Roberts Rules of Order

- A. Robert's Rules of Order shall guide the Presiding Officer for all Association Meetings.

Section 2 - Regular Business Meeting Order of Business

- A. Call meeting to order
- B. Salute to the flag
- C. Moment of Silence for departed members, Law Enforcement, and Military members
- D. Introduction of distinguished guests
- E. Reports of Officers
 - 1. President
 - 2. Executive Director
 - 3. Operations Secretary
 - 4. Executive Vice-President
 - 5. Recording Secretary - Reading of minutes of the previous meeting
 - 6. Financial Secretary
 - 7. Treasurer
 - 8. Sergeant at Arms
 - 9. Past President
 - 10. Region Vice-Presidents and Region Representatives
- F. Presentation by Guest Speaker(s)
- G. Reports of Associate Members Organizations
- H. Applications for membership
- I. Reports of Standing Committees
- J. Unfinished/Old Business
- K. Nomination or election of Officers (November / December meetings)
- L. New Business
- M. Request Motion for Adjournment

Section 3 - Executive Board Meeting Order of Business

- A. Call meeting to order
- B. Reports of Officers
 - 1. President
 - 2. Executive Director
 - 3. Operations Secretary
- C. Applications for membership
- D. Reports of Committees (as needed)
- E. Unfinished/Old Business
- F. New Business
- G. Request Motion for Adjournment

